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REPORT

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CLASSIFICATION

PERSONNEL

FITNESS REPORT

CLASSIFICATION:

1. POLICY

Employees will be kept informed of the effectiveness of their work performance, and, at least once each year, supervisors will record their opinions and evaluations of the work performance and effectiveness of employees under their jurisdiction.

a. The supervisor may decide not to show the Fitness Report to the employee when he believes showing the report would adversely affect the Agency's interest.

b. If an employee believes that his Fitness Report is inaccurate or unfair, he may appeal in writing, through supervisory channels, to the Head of his Career Service who will determine whether the Fitness Report will be amended, withdrawn, or become part of the employee's official record.

2. GENERAL

a. The Fitness Report, Form 45 (G-53), will be used to record evaluations. An evaluation in memorandum form may be substituted for employees in grades GS 14 and above.

b. Heads of Career Services are responsible for ensuring that reports for all employees under their jurisdiction are prepared and forwarded to the Office of Personnel.

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REGULATIONS

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3. TYPES OF FITNESS REPORTS:

- a. Initial Reports are due nine months after the date of the employee's entrance on duty.
- b. Annual Reports will be submitted according to the schedule shown on the attached "Directions for Completing Form 45, Fitness Report."
- c. Reassignment Reports will be prepared as directed in the attached "Directions for Completing Form 45, Fitness Report."
- d. A special Fitness Report may be prepared whenever warranted by circumstances such as a proposed action based on extraordinary merit, consideration for membership in the CIA Career Staff, completion of a special assignment or probationary period.
- e. Fitness Reports may be submitted for contract employees at the discretion of the Chief of the Operating Component.
- f. Fitness Reports for employees compensated under Wage Administration schedules will be submitted according to schedules determined by the responsible operating official in consultation with the Director of Personnel.